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Instructions for the Preparation and
Submission of Part I

1. The funds and personnel levels to be used in the preparation of Part I of the Combined Call are as follows:

Funds

- FY 1967 - Estimated obligations through 30 June 1967.
(Actual for first 10 months and estimate for
May and June.)
- FY 1968 - Congressional Budget plus or minus Directorate
approved adjustments.
- FY 1969 - Program Estimates if approved; otherwise best
current estimate of Directorate.

Personnel

- FY 1967 and FY 1968 - Summarization by grade level of positions
authorized in the 1968 Congressional Budget plus or
minus proposed or approved function or position trans-
fers and Directorate approved adjustments in numbers
of GS-14 and above (or equivalent) positions.
- FY 1969 - Summarization by grade level of position levels
requested for FY 1969. Total position requirements
should be in agreement with levels approved in Program
Estimates if approved; otherwise best current estimate
of Directorate. Increases in upper-level positions
and average grade will require detail justification
to be reflected in supporting documentation.

2. Part I is to be submitted on schedules as follows:

- a. Summary of Funds, Form 2237 (revised)
- b. Explanation of Changes, Form 629 (revised)
- c. Property Requirements, Form 2670 (revised)
- d. R&D Shopping List, Form 1276
- e. Position Summarization and Justification Forms 632a and 632c
- f. Organizational Chart and Functional Statement

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3. Policies

a. The amounts shown in the budget schedules shall be stated in thousands of dollars and rounded to the nearest thousand.

b. Books and publications shall be budgeted by the Office of Central Reference

c. The Office of Logistics shall budget for common administrative supplies and office equipment such as desks, chairs, bookcases, safes, etc., for use at Headquarters.

d. Special office equipment such as electric typewriters, calculators, and reproduction machines shall be budgeted by the offices concerned.

e. The Printing Services Division, Office of Logistics, shall budget for all printing services costs in the Headquarters area except for special jobs that cannot be done in CIA facilities such as maps, binding of books and papers, and other special printing requirements. Special printing requirements shall be budgeted by the office concerned.

f. General external training as listed in the attachment will be budgeted for by the Office of Training. All external training courses not listed in the attachment will be budgeted by the components requiring such training. Estimates for external training must be coordinated with the Registrar, Office of Training, ext. 3137.

g. Estimates for repairs, alterations, and maintenance of structures and other fixed property in the Washington area will be submitted by the Office of Logistics. These will include costs for buildings, the installation, movement, or removal of partitions, doors, secure areas, telephones, power outlets, and any other changes that are related to normal office maintenance. Estimates for items that are required to meet peculiar operational requirements such as laboratory facilities, installation of computers, etc.; and for such items as framing and hanging maps, pictures, and charts, and for shelving, counters, etc., will be submitted by offices requiring such items.

h. Large scale space moves planned by offices must be coordinated with the Chief, Logistics Services Division, Office of Logistics, ext. 7808 to assure that the latter office has included such moves within its budgeted funds.

i. Installation and Circuitry Costs

(1) Standard Telephone Service. The Office of Logistics will continue to budget for standard telephone services within the Metropolitan area of Washington, including switchboard and service charges, telephone installation costs and long-distance tolls. Their responsibility also includes non-published telephone services but excludes those telephone services normally budgeted for by the components for covert projects or activities.

(2) Standard Communications Services. The Office of Communications will budget for charges pertaining to the Agency's centralized classified communications system. Any private, special service, or significant unprogrammed expansion of previously provided service, however, will be the funding responsibility of the requesting component -- see (3) below.

(3) Secure Voice, ADP Communications Service, TWX, Private or Special Classified Electrical Communications Services. Initial (one time) charges in connection with the installation, site renovation, rental and/or purchase of necessary equipment will be programmed and budgeted by the requesting component. Circuitry and related recurring costs will be programmed and budgeted by the requesting component for the fiscal year in which the initial costs will be borne plus the following full fiscal year of operation. After these periods, the Office of Communications will assume full budget responsibility for funding all recurring circuitry and related costs, and the continued modernization of the communications portion of the service. Communications services, such as secure facsimile (LDX), and secure TV and alarm systems which are directly related to an individual component activity and not a part of the Agency's centralized communications system, will be budgeted initially and on a continuing basis by the requesting component.

(4) Communications Equipment. Special agent, para-military and tactical type communication equipment and related costs will continue to be budgeted by the requesting component.

j. The estimates shall reflect results of Presidential and Bureau of the Budget directives to (1) minimize payments entering into balance of payments transactions (dollar outflow), (2) effect cost reductions, and (3) avoid unwarranted grade escalation.

4. Special Instructions. The submissions of the DDP offices will be supported by country program lists stating the projects' cryptonyms and the fund level for each by Program Category, Subcategory, Element, and Subelement for FY 1967, 1968, and 1969.

5. Summary of Funds (Form 2237)

a. This schedule presents summary of fund estimates for the office.

b. Column 1 - Category

This column shall list the category titles as shown in the Program Submissions as follows:

Collection - thru Element
Covert Action - thru Element
R&D - thru Element

IP&E - thru Subcategory
Production - thru Subcategory

Program Wide

DDS&T - thru Subcategory
DDI - thru Subcategory
DDP - thru Subelement
DDS - thru Subelement except Communications
Communications - thru Element

c. Column 2 - Estimated Obligations, FY 1967

This column shall show the estimated obligations for FY 1967 for each title listed in Column 1. The total obligations for 1967 shall consist of the actual obligations through 30 April 1967 plus estimates for May and June.

d. Column 3 - Non-recurring Items or Reductions

(1) This column is to show the estimated obligations for non-recurring or discontinued items, or functional transfers contained in Column 2 of the estimates, to arrive at the continuing base requirements for the office in FY 1968.

(2) Items considered as non-recurring or reductions are:

(a) Changes in project operations due to completion, termination, or curtailment of operations;

(b) Reduction in level of effort;

(c) Non-recurring supply and equipment items;

(d) Real estate acquisition, lands, construction, capital repairs and alterations; and

(e) Obligations for functional transfers.

e. Special attention shall be given to changes resulting from office reorganizations or transfers of functions and responsibilities. Adjustments for this reason shall be shown as either "non-recurring" or "new" items as appropriate. These entries shall be separately listed and identified by placing an asterisk before the amounts in Columns 3 or 4. To insure comparability, these adjustments shall be coordinated among the offices concerned through your Directorate Budget Coordinator.

f. Column 4 - New Items

This column reflects the requirements needed for new or expanded programs or activities as well as increased costs for continuing existing activities.

g. Column 5 - Total Estimated Requirements, FY 1968

This column shows the estimated obligational requirements for FY 1968 for each of the titles listed in Column 1 and may exceed the Congressional Budget only to the extent of transfers from other components or corresponding decreases within Deputy Directorates.

h. Column 6 - Congressional Budget Estimate

Show in this column the amount that was included for the Program Subcategories in column 1, rather than each line item, in the Congressional Budget Submission. Transfer of functions subsequent to the Congressional Budget Submission are not reflected in this column.

i. Column 7 - Change from Congressional Budget

This column will reflect the difference between the estimated requirement shown in Column 5 and the amount in Column 6 for each subcategory listed in Column 1. The total of Column 7 must net to zero unless the change has Directorate approval.

j. Column 8 - Non-recurring Items or Reductions

(1) This column is to show the estimated obligations for non-recurring or discontinued items, or functional transfers, contained in Column 5 of the estimates, to arrive at the continuing base requirements for the office in FY 1969.

(2) See paragraph 5.d.(2) for illustrations.

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k. Column 9 - New Items

This column reflects the requirements needed for new or expanded programs or activities as well as increased costs for continuing existing activities.

l. Column 10 - Total Estimated Requirements FY 1969

This column shows the estimated obligational requirements for FY 1969 for each of the titles listed in Column 1.

6. Explanation of Changes, Form 629. Columns 3, 4, 7, 8, and 9 of the Summary of Funds shall be explained on Form 629 with the explanations in the same order as the titles listed in Column 1 of Form 2237 Summary of Funds. Each item of explanation will consist of a short description of the item and the amounts involved. The Plans area explanations should be at the country level, by changes in target emphasis, operational climate, operating costs, etc. Explanations such as three new projects in Country X, three projects terminated in Country Y are not acceptable. The changes shall be extended to the position and amount columns of Form 629 and totaled for the office as a whole.

7. FY 1968 Property Requirements, Form 2670 (revised)

a. There is an ever increasing need for more accuracy in forecasting Agency property requirements. It should be firmly understood that the Agency property procurement and inventory system administered by the Office of Logistics is wholly dependent upon the forecasts of property requirements by materiel category made by Agency components. These requirements constitute the basis for the annual planning figure upon which the Office of Logistics must control property procurement funds for both inventory replenishment of stock items, as well as the procurement of various non-stock items required by budgeting components. Local property procurement, of course, continues to be the responsibility of each component.

b. For this exercise each component is requested to identify by category and/or line item breakdown certain type materiel requirements, as listed below, so that the Office of Logistics can be provided with a more realistic planning figure.

c. Form 2670 will be completed in totals by the eight (8) categories of materiel listed thereon. A listing, by materiel and method of procurement category will be attached to Form 2670 to support the following type planned materiel requirements which are included in your total requirements:

- (1) Cost for new or replacement vehicles. (one figure only)

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(2) Major equipment items which will require direct Office of Logistics contractual procurement from the supplier (non-stock) in excess of \$1,500 per unit cost, excluding automatic data processing equipment. As a breakdown of Group VII - General, O/PPB will use the estimates for automatic data processing equipment included in the Five Year Plan for ADP Equipment submitted to O/PPB; and

(3) Specialized equipment requiring installation and circuitry costs: KY-3's, LDX's, Closed Circuit TV's, TWX's, etc. (See paragraph 3.i.)

d. Instructions pertaining to information desired in connection with the methods of procuring planned property requirements are on the reverse side of Form 2670.

8. R&D Project Shopping Lists will be prepared and submitted, utilizing Form 1276. The figures for FY 1968 will reflect only those levels within the Congressional Budget or Directorate approved changes. (Column 7 of Form 2237).

9. Position Summarization Justification, Form 632c

a. Summarize by grade level authorized positions for FY 1967 and FY 1968 as reflected in the 1968 Congressional Budget plus or minus proposed or approved function or position transfers and Directorate approved adjustments in numbers of GS-14 and above (or equivalent) positions. Also reflect the average grade of all GS positions for both fiscal years.

b. Summarize by grade level the number of positions requested for FY 1969. Also reflect the average grade of all GS positions requested for FY 1969.

c. All changes in GS-14 and above positions in the budget year (FY 1969) over the current year (FY 1968) must be justified with a narrative statement on Form 632a. Particular emphasis should be given to justification of increases in average grade. The justification for increases in numbers of GS-14 and above positions should be on a position-by-position basis and must reflect the position title and organizational element with the Office in which the new or upgraded position is to be established.

d. Position data for all years must be developed in close coordination with component and Directorate personnel officers responsible for position management and the reprogramming among components of total Directorate allowance for upper level positions as approved in the Congressional Budget.

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e. To assist you in developing this data we are furnishing you with a Detail of Personal Services Report Job No. 191 (see Attachment A for more detail) and a Tabulation of Positions by Office and Category.

10. Organizational Charts and Functional Statements. Each office will submit an organizational chart and a functional statement which will describe the functions and activities of each organizational unit in the order of its appearance on the organizational chart.

11. Number the pages consecutively in the lower right corner. Sample forms and a list of external training programs as described above are attached hereto.

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(When Filled In)

**SUMMARY OF FUNDS
COMBINED BUDGET**
(in thousands of dollars)

(3)

SECRET
(When Filled In)

EXPLANATION OF CHANGES
(in thousands of dollars)

OFFICE

DESCRIPTION

POSITIONS

AMOUNT

SECRET



SECRET
(When Filled In)FISCAL YEAR PROPERTY REQUIREMENTS
(in thousands of dollars)

(see instructions on reverse)

OFFICE

OBJECT CLASS/MATERIEL CATEGORIES *Federal Supply Catalog classification	TOTAL PRA	METHOD OF PROCUREMENT			
		LOGISTICS	LOCAL		
			OFFICE CONTROLLED	OTHER	IDENTIFICATION
OBJECT CLASS: 26					
SUPPLIES AND MATERIEL: (class. group)					
I Ordnance (10-14)					
II Transportation and Airborne (15-29)					
III Industrial and Engineering (30-56)					
IV Communications (58-59)					
V Electric Equipment (61-63)					
VI Medical (65 ONLY)					
VII General (66-99. LESS 67)					
VIII Photographic (67 ONLY)					
TOTAL - SUPPLIES & MATERIEL					
OBJECT CLASS: 31					
EQUIPMENT					
I Ordnance (10-14)					
II Transportation and Airborne (15-29)					
III Industrial and Engineering (30-56)					
IV Communications (58-59)					
V Electric Equipment (61-63)					
VI Medical (65 ONLY)					
VII General (66-99. LESS 67)					
VIII Photographic (67 ONLY)					
TOTAL - EQUIPMENT					
TOTAL - ALL PROPERTY					

*Refer to Office of Logistics "Introduction to Supply Catalog," dated 1 October 1961

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(When Filled In)

**INSTRUCTIONS FOR THE PREPARATION OF PROPERTY REQUIREMENTS
FISCAL YEAR - OPERATING BUDGET - FORM 2670 (revised)**

- Column 1 - Represents the total dollar (\$) property requirements for the office. This is the amount which will be included in your middle column of the Office Estimates. (Column 1 must agree with the totals shown under columns 2, 3 and 4.)
- Column 2 - Represents that portion of your total dollar property requirements (Column 1) which you estimate will be procured by the Office of Logistics/Headquarters.
- Column 3 - Represents that portion of your total dollar property requirements which you estimate will be procured through your stations or bases and the amounts so authorized will be controlled, sub-allotted and accounted for by your component. This estimate will represent the amount you will request for Local Procurement Funds in your Request for Allotment.
- Column 4 - Represents that portion of the Agency's local procurement authorization that will be (a) accomplished by another component on your behalf, (b) reflected on the financial records of a station controlled by that office; but, (c) the materiel so procured will be issued and costed (PRA) to your component. (Note: All local procurement accomplished by another component on your behalf but costed (PRA) to your property authorization is included in this column and excluded from Column 3.
- This amount will be reduced from the central procurement allotment and included in the allotment for local procurement of the component effecting the procurement locally on your behalf.)
- Column 5 - Identify the component and Station (i.e., [REDACTED]) that will procure materiel (Column 4) locally on your behalf and for your consumption.

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(When Filled In)

OFFICE ESTIMATES
SCHEDULE OF EXTERNAL RESEARCH PROJECTS

FISCAL YEAR

OFFICE

BUDGET PROJECT NUMBER AND TITLE

AMOUNT

ACTUAL
FY

ESTIMATED
FY

ESTIMATED
FY

SECRET
(When Filled In)

OFFICE ESTIMATES - POSITION JUSTIFICATION

OFFICE

FISCAL YEAR

FORM 632a
7-66

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

(3)

POSITION SUMMARIZATION AND JUSTIFICATION

OFFICE _____

NUMBER OF POSITIONS AT EACH GRADE LEVEL

GRADE LEVEL <u>1/</u>	FY 19 (A)	FY 19 (B)	FY 19 (C)	NET CHANGE <u>2/</u> (C/B)
EP				
SPS				
GS - 18				
GS - 17				
GS - 16				
GS - 15				
GS - 14				
GS - 13				
GS - 12				
GS - 11				
GS - 10				
GS - 9				
GS - 8				
GS - 7				
GS - 6				
GS - 5				
GS - 4				
GS - 3				
GS - 2				
MIL 05 AND 06				
OTHER MIL				
WAGE BOARD				
LITHOGRAPHIC				
GPO (Government Printing Office Levels)				
TOTALS				
AVERAGE GS GRADE				

1/ INCLUDE GSS, GSM AND GSF POSITIONS IN TOTALS REFLECTED FOR COMPARABLE GS LEVEL.

2/ ALL CHANGES OF GS-14 AND ABOVE REQUIRE NARRATIVE JUSTIFICATION TO ACCOMPANY THIS FORM.

Instructions for the Preparation and
Submission of Part II

1. Application of these Instructions. These instructions are to be followed in the preparation and submission of detailed Office Estimates for FY 1969. The approved levels of personnel and funds authorized for your office as the result of the review of your FY 1968 and 1969 submission will be supported by the following detail. FY 1967 will reflect end of year actual obligations to be furnished by O/PPB.

2. General Instructions.

a. Definitions and guidelines contained in Agency regulations and handbooks will be used in determining the Object Class requirements; sub-object class detail will conform to HHB 30-1 except for property (Object Classes 26 and 31) which will conform to the eight materiel groups shown on sample format Form 1274 attached.

b. Amounts shown in the prescribed forms will be stated in thousands of dollars and rounded to the nearest thousand except on Form 632.

c. Abbreviations for offices, activities, other government agencies, committees, etc., may be used, provided the full title or name is spelled out followed by the abbreviation in parenthesis when it is first referred to in the budget material.

d. The submissions of the DDP Offices will be supported by country program lists stating the project cryptonyms and the fund level for each by Program Category, Subcategory, Element and Subelement for Fiscal Years 1967, 1968 and 1969.

3. Format and Assembly.

a. It is essential that each office complete all the following forms and that the submission be assembled in order called for. If an office does not have any requirements to be shown on a form called for, then a form will be submitted showing zero requirements thereon.

(1) Summary Statements.

(a) Distribution of Office Estimates to Program Categories Form 1282.

(b) Explanation of Changes in Program Categories Form 630a.

(2) Supporting Detail Schedules.

- (a) Object Class Summary Form 631.
- (b) Analysis of Obligations Form 1037.
- (c) Detail of Personal Services Form 632.
- (d) Position Justification Form 632a.
- (e) Detail Military Officer Personnel Form 632b.
- (f) Total Personal Services and Benefits Form 1036.
- (g) Object Class Justification and Explanation of Changes Form 1274.

(3) Special Schedules.

- (a) Schedule of External Research Projects Form 1276.
- (b) Detail Reimbursements and Advances Form 1279.
- (c) Report of Motor Vehicle Requirements Form 1430 Revised.

4. Instruction for Preparation of Forms Required for Part II.

a. Distribution of Office Estimates to Program Categories Form 1282.

(1) The estimates submitted to the Bureau of the Budget are required to be presented by the Agency program categories as indicated on Form 1282 in order to provide a constructive basis for analysis and justification.

(2) All offices shall complete Form 1282, distribution of fund and personnel requirements by the program categories indicated on this form.

(3) If more than one activity is identified, the basis for the distribution must be firm, reasonable, and consistently applied from year to year. A statement explaining the method of distribution shall be made on a separate sheet of paper and attached to Form 1282.

b. Explanation of Changes in Program Categories Form 630a (revised).

(1) This form is provided for explaining the changes in line items shown in Form 1282 except total category lines. Where applicable, the descriptions should cover the various elements to assist in making the changes easily understood, meaningful, and precise. For each activity discussed describe first the financial and personnel changes in the current year over the past year, followed by changes in the budget year over the current year.

c. Object Class Summary Form 631. This form is self-explanatory and reflects the total appearing on Form 1037.

d. Analysis of Obligations Form 1037. The financial requirements by Object Class, distributed geographically, i.e., Headquarters, U. S. Field, Overseas and Summary by category as appearing in Column 1, Form 2237 in Part I, shall be shown on this form. Separate forms shall be submitted for each of the three fiscal years, except that all three years may be shown on one form if space permits. Funding entries for all three years should be rounded to the nearest thousand of dollars.

e. Detail of Personal Services Form 632. Instruction for the preparation of Form 632 is contained in Attachment A. Supplemental computer runs will be provided by the Budget Division for position and salary level for FY 1967 which will form the basis for projection of the FY 1968 and FY 1969 requirements.

f. Detail of Military Officer Personnel Form 632b. This form is to be completed so as to indicate by grade and branch of service, the detailed military officer personnel included in your personnel service requirements.

g. Total Personal Services and Benefits Form 1036. The instructions for the preparation of this form are given in Attachment A.

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h. Object Class Justification and Explanation of Changes Form 1274. A separate Form 1274 shall be submitted for each object class. Each Form 1274 will be presented by sub-object class and must identify the number and title except for object class 26 - Supplies and Materials and 31 - Equipment which will be identified by the eight materiel groups shown on sample form attached.

(1) For Object Classes 11 and 12 the following sub-object classes must be explained and justified: 1145 Temporary, Part-time, Contract, etc.; 1152 Indigenous; 1168 Overtime and Holiday Pay; 1160 Special Pay; 1205 Allowances.

(2) First an explanation and justification of the total object class requirement must be given for the budget year and, where possible, relate it to the Agency program activities.

(3) Second, an explanation and justification of the object class changes between the current and past fiscal years, and between the budget and current years, must be given. Each explanation should clearly identify the fiscal year change to which it applies.

(4) The explanation and justification statements should explain how the requirements were computed such as unit costs, work measurements, etc., wherever possible.

(5) The subobject classes must be totaled on the Form 1274 and agree with the total object class figures shown on Forms 631 and 1037.

i. Schedule of External Research Projects Form 1276.
A listing and the cost of all research and development and external research projects is required. A description will be given for all external research projects not covered by the R&D Catalog Forms, or R&D computer runs in the case of DD/S&T offices, will be submitted separately as justification for R&D items listed on Forms 1276.

j. Schedule of Reimbursements and Advances Form 1279
A schedule shall be prepared to list the reimbursements and advances to other government agencies. List the agency, purpose and cost of each item. This form includes a column to indicate whether the advances and reimbursements to other government agencies are for

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cover, research and development, or other purposes. It is important that the country or geographic location in which the program is budgeted be indicated for each entry. An identification of the advances and reimbursements to other government agencies by cover, research and development, and other is needed in the Agency budget submission to explain not only the full amount and scope of reimbursements and advances, but within this, that part for cover purposes due to security requirements, the part for R&D, and the part for all other types. For example, reimbursements and advances which are made to other government agencies for integrees or for certain covert operations, because the Agency identification or interest cannot be revealed, are the cover type. Reimbursements and advances which would normally be made to other government agencies for goods and services are identified as "Other". Examples are reimbursements to GSA for guard service, to GPO for printing services, and to State for rents and building operating expenses at field installations. R&D is identified separately whether or not it is of the "Cover" or "Other" category. For your guidance, reimbursements to the Department of Defense for military personnel are "Other". All integree reimbursements to other government agencies are "Cover". Integree reimbursements shall reflect the amounts for personal services, all other objects, and total.

k. Report of Motor Vehicle Requirements Form 1430

This form is self explanatory. However, all vehicle transfers should be footnoted or stated on a separate sheet to indicate other government agency or CIA component from which transferred and to which transferred.

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PART II-5

EXTERNAL TRAINING COURSES

Advanced Intelligence Course (Defense Intelligence Agency)
Advanced Management Program (Harvard University)
Air War College (Maxwell Air Force Base, Montgomery, Alabama)
Armed Forces Staff College (Norfolk, Virginia)
Army War College (Carlisle Barracks, Pennsylvania)
Ballistic Missile Staff Course (Vandenberg Air Force Base, Calif.)
Career Education Awards (National Institute of Public Affairs)
Chemical, Biological, and Radiological Weapons Orientation
(Dugway Proving Ground, Utah)
Conference for Federal Executives on Business Operations
(The Brookings Institution)
Defense Systems Analysis Program (Institute of Defense Analysis
and University of Maryland)
Educational Program for Federal Officials at Midcareer (Princeton
University Woodrow Wilson Fellowships)
Executive Seminar Centers (Civil Service Commission) (Kings Point,
New York; Berkeley, California)
Federal Executive Fellowships (The Brookings Institution)
Fellowship in Congressional Operations (Civil Service Commission)
General Administrative Conferences (The Brookings Institution)
Imperial Defence College (London)
Industrial College of the Armed Forces (Ft. McNair, Washington, D.C.)
Management Development Program for Federal Executives (Graduate
School, U.S. Department of Agriculture)
Missile System and Logistical Support Orientation (Huntsville,
Alabama)
National War College (Ft. McNair, Washington, D.C.)
Naval War College (Newport, Rhode Island)
Nuclear Weapons Adv. Orientation (Sandia Base, New Mexico)
Program for Management Development (Harvard University)
Science Conferences (The Brookings Institution)
Senior Officer Counterinsurgency (Ft. Bragg, N.C.)
Senior Seminar in Foreign Policy (Foreign Service Institute)
Summer Institute for Federal Executives (University of Wisconsin)
Systems Analysis Program (Bureau of the Budget and the National
Institute of Public Affairs)

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PART II-6

Instructions and Factors for the
Detail of Personal Services

1. General. Numerous factors require the development of a detailed personal services schedule for the support of the office estimates.

a. As support to the position structure furnished with Part I (Form 632a), it is necessary to show as realistically as possible the gross cost for positions. This means that, although the T/O grade will be budgeted, the lapse for under-slotting is to be eliminated and gross costs will reflect costs at expected incumbency grade salary levels rather than the T/O grade salary levels.

b. It is important to note that this schedule will provide the detailed personal services support to the FY 1969 Budget Submission.

2. Assistance. To assist development of the detail of personal services the following attachment has been provided:

a. Detail Personal Services report Job No. 191 (as of March 1967). Report B--Office Grade Summary; Report A--Office Organizational Detail. This machine run will serve as the working and reporting document of the gross salary costs of positions. (The AE lapse and net costs will be shown on Form No. 632.) The Detail Personal Services is provided in an original and one copy. This listing consists of 13 columns. The first seven have been machine developed; columns 8 through 13 are to be developed manually. The preparation of these reports should be done in conjunction with the personnel officer using the Position Control Register (P.C.R.) as assistance.

b. Explanation of Columns 1 through 8

(1). Column 1 (Position Title). This column lists the Office and Division designation, with subdesignations of position titles for GS-14 and above.

(2). Column 2 (Positions--Schedule and Grade). This column shows the authorized classification grade for each organizational unit. The various classification schedules (Air Force, Army, General Schedule, Marine Corps, Navy, Wage Board, etc.) are listed in alphabetical and ascending grade order. Where applicable, special categories appear at the end of each organizational unit listing:

(a) "N/Staff" represents incumbents who are not identified with an authorized position. These incumbents will be grouped in grade sequence at the end of each office.

(b) "Dev. C" represents incumbents who are assigned to the Development Complement. These incumbents will be grouped in grade sequence at the end of each office.

(c) "Pending" represents incumbents who are pending reassignment. Those who can be identified with a Division will be shown at the end of the Division. The incumbents who cannot be identified by Division will be grouped in grade sequence at the end of each office.

(3) Column 3 (Positions-Number). This column is the number of authorized positions by grades in Column 2. Note: Columns 1, 2, and 3 reflect T/O positions. These columns shall be revised to reflect authorized position ceilings if the T/O and ceiling are different.

(4) Column 4 (Incumbency-Schedule and Grade). This column lists the classification schedule and grade of the incumbents who are filling the authorized positions as of c.o.b. 31 March 1967.

(5) Column 5 (Incumbency-Number). This shows the number of incumbents, by grade, as of 31 March 1967, against the authorized positions.

(6) Column 6 (Incumbency-Average Annual Rate). This is the average salary rate of the 31 March on-duty incumbents.

(7) Column 7 (Incumbency-Total Annual Rate (columns 5 and 6)). This is the total annualized or gross salary cost, by schedule-grade, of all incumbents listed in column 5. The columns 8 through 13 reflect the offices' FY 1967, 1968, and 1969 proposed data. They will be manually developed and will denote all anticipated changes in the T/O and incumbency schedules of FY 1967 through FY 1969. In those cases where there are changes in position titles and grades between the fiscal years they should be reflected in columns 1 and 2.

(8) Column 8 (FY 1967-Number). This column should reflect the occupancy, i.e., incumbent or untitled positions expected to prevail for the greater part of the year. This column should total the approved ceiling for the office.

(9) Column 9 (FY 1967-Gross). This column should reflect the estimated annual gross cost of the number of

personnel shown in Column 8:

(a) If there are no changes in a column of incumbency figures, simply carry over the total number (column 5) and the annual rate (column 7) to FY 1967 (columns 8 and 9).

(b) Where adjustments were made to column 5, multiply the revised number of incumbents (column 8) by the average annual salary rate (column 6) and place the figure in the FY 1967 Gross (column 9).

(10) Column 10 (FY 1968--Number). This column shall show the proposed number of approved positions for FY 1968 and should equal the ceiling approved by the Director.

(11) Column 11 (FY 1968--Gross). This column shall show the estimated annual gross cost of the positions budgeted for FY 1968. This amount will be computed by taking the average salary of column 9 (FY 1967) adjusted as follows and multiplied by the number of incumbents in column 10 (FY 1968):

(a) ESS and GS-18, no adjustment.

(b) All remaining schedules, 101.5% of average salary shown for the position in FY 1967.

(12) Column 12 (FY 1969--Number). This column shall list the proposed number of approved positions for FY 1969.

(13) Column 13 (FY 1969--Gross). This column shall show the estimated annual gross cost of the positions budgeted for FY 1969. This amount will be computed by taking the average salary of column 11 (FY 1968) adjusted as follows and multiplied by the number of incumbents in column 12 (FY 1969).

(a) ESS and GS-18, no adjustment.

(b) All remaining schedules, 101.0% of average salary shown for the position in FY 1968.

The percentage increases provide, on an average salary basis (for the computation of gross costs of columns 11 and 13), amounts for periodic step increases in GS positions and legally authorized increases in all other positions.

3. Special Notes FY 1967.

a. If there is currently an unfilled position(s) (column 5) insert the number(s) at which it is anticipated the position(s) has been or will be filled in column (8) with corresponding cost in column 9.

b. If total incumbents exceed total authorized ceiling, subtract the excess from the number of incumbents (Column 5) at whichever grade it is anticipated that the reduction will occur. The incumbency numbers should also follow, as closely as possible, the total authorized numbers in each grade. If, however, there is a justifiable incumbency-overage in any one grade, it should be balanced by a vacancy in another.

c. The net changes which occur due to the above a. and b. should be noted by adding or subtracting the appropriate grade in column 4, and/or by crossing out the machine number in the column 5 and writing in the revised figure. Total incumbency numbers shall equal the currently approved ceiling for FY 1967.

4. Detail of Personal Services--Form 632.

a. The Form 632 will be used to summarize all permanent positions shown on your Report 191 Detail of Personal Services. These positions shall be listed in the following order on the Form 632.

(1) Special positions at rates in excess of the GS-18 salary rates. List all special positions outside a graded series for which the salary rates are in excess of the salary rate for GS-18.

(2) Positions in the GS series of grades.

(a) For positions GS-14 or above, list the grade and title for each position, combine into a single line item all positions of like title and grade.

(b) For positions less than GS-14, combine into a single line item all positions of the same grade, regardless of titles and list in descending grade order.

(3) Positions in the SPS Category.

List the grade and title for each position, combining into a single line item all positions of like title and grade.

(4) Other graded series of positions such as General Schedule Scientific, General Schedule Medical, Wage Board, Lithographic, and the Government Printing Office, etc.

(a) For positions at annual rates equal to or in excess of the beginning step of GS-14, list the grade and title for each position, combining into a single line item all positions of like title and grade.

(b) For positions at annual rates less than the beginning step of GS-14, combine into a single line item all the positions of the same grade regardless of titles and list in descending order of salary range.

(5) Ungraded positions at annual rate equal to or in excess of the beginning step of GS-14. Include all positions in this category which are outside a graded series, other than the special positions covered by item (2) (a). List the title and annual rate for each position, combining into a single line item all positions of like title and annual rate. Where more than one line item is entered for positions equivalent to or greater than the beginning step of GS-14, enter sub-totals for each grade.

(6) Ungraded positions at annual rates less than the beginning step of GS-14. Combine this category into a single line item giving annual salary range and listing in descending order of salary range.

(7) Military positions (authorized-not incumbents of staff positions). Military positions will be listed by service (Army, Air Force, Navy, Marine Corps) and grade.

(8) Positions Summary. These permanent positions will be summarized as follows for each of the three fiscal year columns. These entries will appear on the last page of the Form 632.

	<u>1967</u>		<u>1968</u>		<u>1969</u>	
Position Summary:	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>
Total Permanent						
Lapse						
Net Permanent						

(9) Positions lapse. The lapse rate shown should reflect office experience for FY 1967 and must be at least two percent for continuing positions and 50% for new positions for FY 1968 and FY 1969.

(10) Dollar lapse. For FY 1967 should reflect office experience and for FY 1968 and FY 1969 the amount is developed by multiplying the A.E. lapse times the office average salary rate. The average rate is obtained by dividing Total Permanent Position into Total Permanent Dollar Amount.

5. Total Personal Services and Benefits Form 1036

a. This form is designed to present the total personal services costs for each office on a geographic basis.

b. The pertinent guidelines and factors are:

(1) Line No. 1 and 6 Permanent. The data to be inserted on these lines is to be brought forward from the Position Summary Section of the completed Form 632.

(2) Line No. 2 and 7 Consultants. These lines will reflect consultant services rendered under their contract of employment. Consultants are not included in the staffing and development complement. This data is to be developed from the office's actual past year experience plus the estimated future requirements.

(3) Line No. 3 and 8 Temporary, Part-time, Contract WAE. These lines include the services of temporary employees, part-time employees, full and part-time contract employees, WAE or intermittent employees and summer employees. Operational compensation to field agents, career agents, and others is covered in subobject class 2554. The requirements will be developed from past year actual data plus estimated current and future year requirements.

(4) Line 4 and 9 Indigenous Employees. These lines cover indigenous persons employed locally by a foreign field installation such as translators, guards, chauffeurs, messengers, char force, etc.

(5) Line No. 10 Pay in Excess of 52 Weeks. The amount on this line represents the difference in compensation between the stated annual rates and the actual pay when one or two extra paid days occur during a fiscal year. This entry shall be computed at the rate of .385% (.00385) of the total net permanent civilian pay costs for each fiscal year. There is one extra paid day in FY 1967 and 1969 but none in FY 1968.

(6) Line No. 11 Night Work Differential and Sunday Pay Amounts paid employees above the basic salary of the position for regularly scheduled work between 6 p.m. and 6 a.m. and Sunday.

(7) Line No. 12 Overtime and Holiday Pay. Payments for hours of work officially ordered or approved in excess of the established work week, or for hours of work performed on a holiday.

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(8) Line No. 13 Special Pay. Amounts paid employees in addition to their regular base pay for (a) assignment in locations where the U.S. Government has approved additional compensation such as post differential or territorial differential pay (b) compensation for hazardous duty, flight pay, jump pay, [REDACTED], and (c) transfer, separate maintenance, education, post and equalization allowances.

(9) Line No. 14 Subtotal - Personnel Compensation. The entry for this line is the sum of lines 6 through 13.

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(10) Line No. 15 Allowances. Allowance payments made for temporary lodging, clothing, cover requirements, quarters (including supplemental quarters allowance payments authorized under the provisions of FR 45-106), etc. The Office of Personnel will budget for costs incurred under authority of the Agency Overseas Medical Benefits Program, inclusive of travel, in behalf of the following categories of personnel and dependents: staff employees, [REDACTED]

(11) Line No. 16 Retirement Contributions. Agency's contribution to the Civil Service and/or the CIA Retirement Fund. This estimate is 6.5% (.065) of the estimated obligations for net civilian permanent pay and of the pay in excess of the annual rates. Also included in this amount will be contributions made to the Retirement System on behalf of contract employees.

(12) Line No. 17 Employee Awards. Award payments for employees suggestions, inventions, and proficiency. The estimate for this purpose will be submitted by the Office of Personnel.

(13) Line No. 18 Social Security. Agency's portion of the Social Security tax. This is computed on the first \$6,600 earned by employees subject to this tax at the following rates:

Calendar Year 1966 - 4.2% (.042)
Calendar Year 1967 - 4.4% (.044)
Calendar Year 1968 - 4.4% (.044)
Calendar Year 1969 - 4.9% (.049)

(14) Line No. 19 Life Insurance Contributions. Agency's contribution to the Federal Employees' Group Life Insurance Program. This estimate is .32% (.0032) of the estimated obligations for net regular civilian pay. Line No. 6 above.

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(15) Line No. 20 Health Benefits Contributions.
Agency's contributions to the Federal Employees' Group Health Benefit Program are computed at .85% (.0085) of the net permanent costs Line No. 6. An estimate for contract employees enrolled in the Health Benefits Program should be included also if applicable. The Agency's contribution for other eligible individual and agent personnel shall be charged to subobject class 2554.

(16) Line No. 21 Subtotal - Personnel Benefits. The totals for this line will be the sum of lines 15 through 20.

(17) Line No. 22 Total Personal Services and Benefits
This line is the sum of the amounts appearing on line Nos. 14 and 21.

(18) Line No. 24 Increase or Decrease in A.E. That part of the difference figure shown on line 6, Columns CY/PY and BY/CY which is related to the change in Average Employment is shown on this line. To arrive at this figure divide the amount of the Net Permanent Dollars (line 6) by Net Permanent A.E. to arrive at the net average salary for the fiscal year. Take this net average salary and multiply it by the A.E. change to arrive at the dollar change that is related to the change in A.E.

(19) Line No. 25 Increase or Decrease in Average Salary
This part of the difference figure shown on line 6 columns CY/PY and BY/CY represents the amount required as result of filling position above or below authorized T/O grade. This amount should be the remainder of the total difference on line 6 plus or minus the amount shown attributed to the change in A.E. on line no. 24.

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